

# Siena College

## COLLEGE AND ADMINISTRATIVE POLICY

<b>Policy Title:</b>	<b>Policy Title:</b> <i>Cell Phone Usage in Classes and Examinations</i>
<b>Type or category of Policy:</b>	<b>College/Administrative/Departmental</b>  <b>Academic Policy</b>
<b>Approval Authority:</b>	<b>Approval Authority:</b> <i>Vice President for Academic Affairs</i>
<b>Responsible Executive:</b>	<b>Responsible Executive:</b> <i>Vice President for Academic Affairs</i>
<b>Responsible Office:</b>	<b>Responsible Office:</b> <i>Office of Vice President for Academic Affairs</i>
<b>Owner Contact:</b>	<b>Owner Contact:</b> <i>Vice President for Academic Affairs</i> <i>Margaret Madden</i> <a href="mailto:mmadden@siena.edu">mmadden@siena.edu</a> <i>518-783-2307</i>
<b>Reviewed By:</b>	<b>Margaret Madden</b>
<b>Reviewed Date:</b>	<b>6-29-18</b>
<b>Last Revised Effective Date of Revision:</b>	<b>6-29-18</b>

### The Official Policy

Use of cellular phones or any other electronic communication devices for any purpose during a class or exam session is prohibited by Siena College, unless expressly permitted by the instructor. Because of the college's Siena Alert System. In order to ensure notification by a text message, faculty members should leave one phone (faculty or student) "on" during class.

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

***Reason for Policy***

To allow faculty members to define appropriate cell phone use in their classes and related activities.

**Scope of the Policy: Entities or Individuals affected by this policy**

- *All course instructors.*

**Adopted:** October 19, 2012.

**Reviewed:** June 29, 2018

**Revised:** *June 29, 2018*